085 - Office of the Secretary of State

A001 Address Confidentiality Program

This program helps crime victims (specifically victims of domestic violence, sexual assault, or stalking) keep their addresses out of state and local government records so perpetrators cannot use public records to locate their victims and continue the abuse. The program provides participants with a substitute address that can be legally used as residence, work, and/or school addresses. It also provides confidentiality in voter registration and marriage licenses, two areas that are normally public records.

	FY 2010	FY 2011	Biennial Total
FTE's	2.9	2.9	2.9
GFS	\$284,000	\$282,000	\$566,000
Other	\$0	\$0 }	\$0
Total	\$284,000	\$282,000	\$566,000

Statewide Result Area: Improve the safety of people and property

Statewide Strategy: Support crime response and recovery and administer justice

Expected Results

Crime victims locations will be kept confidential.

Number o	of active pa	articipants in the <i>I</i> Program.	Address Confid	lentiality
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	3,823	- 1	
	6th Qtr	3,735		
	4th Qtr	3,647		
	2nd Qtr	3,559		
2007-09	8th Qtr	3,566	3,471	(95)
·	4th Qtr	3,291	3,225	(66)
2005-07	8th Qtr	3,016	3,135	119
	4th Qtr	2,997	2,741	(256)

A012 Archives Collections and Services

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of the state executive, legislative, and judicial branch agencies as well as all local governments. The Archives maintain public research facilities and a web-site for access to the records for reference and scholarship. The main facility in Olympia, the Digital Archives in Cheney, and five regional branches (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia) ensure citizen access to local records while maintaining the security necessary for authentic records. Services include an on-line research catalog to collections, training and outreach, records preservation, conservation efforts, and a grant program. (Other Funds: Archives and Records Management Account-State, Local Government Archive Account-State)

	FY 2010	FY 2011	Biennial Total
FTE's	38.1	41.5	39.8
GFS	\$0	\$0	\$0
Other	\$6,416,000	\$6,722,000	\$13,138,000
Total	\$6,416,000	\$6,722,000	\$13,138,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Provide data, information, and analysis to support

decision-making

Expected Results

Legal and historical documents will be preserved and made accessible to the public.

Number of pages preserved and made available to the public in the State Archives (in thousands).				
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	1,712	1	
	7th Qtr	1,380		
	6th Qtr	1,795		
	5th Qtr	2,177		
	4th Qtr	1,712		
	3rd Qtr	1,380		
	2nd Qtr	1,855		
	1st Qtr	2,477		
2007-09	8th Qtr	405,988	420,910	14,922
	4th Qtr	398,027	399,162	1,135
2005-07	8th Qtr	409,154	412,489	3,335
Dogge wagge	4th Qtr	387,235	400,627	13,392

Began measuring incremental change instead of cumulative starting in the 2009-011 biennium. Ist and 5th quarter targets are higher due to increases in records in the summer from the Legislature and at the beginning of each biennium.

Number	of unique	visitors to the	Digital Archives	s website.
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	132,789	-	
İ	7th Qtr	126,466		
İ	6th Qtr	120,444		
	5th Qtr	114,709		
İ	4th Qtr	108,216		
	3rd Qtr	103,063		
1	2nd Qtr	100,061		
	1st Qtr	95,296		

	Volume of electronic records from local and state government agencies (in terabytes) received by the Digital Archives.				
Biennium	Period	Target	Actual	Variance	
2009-11	8th Qtr	36			
ĺ	7th Qtr	34			
İ	6th Qtr	34			
1	5th Qtr	31			
İ	4th Qtr	23			
1	3rd Qtr	33			
İ	2nd Qtr	10			
	1st Qtr	8.86			
2007-09	8th Qtr	28	28.16	0.16	
	4th Qtr	6	5.5	(0.5)	
2005-07	8th Qtr	2	4.85	2.85	
	4th Qtr	10	2	(8)	

A037 Census Redistricting

This activity provides information for the 2010 U.S. Census and its subsequent redistricting project required by Washington State law. The Office of the Secretary of State is required to manage the counties' review and reporting of projects of precinct boundaries, which will be submitted to the U.S. Census Bureau. In response, the U.S. Census Bureau will report back on population per precinct. The Washington State Redistricting Commission will be formed in 2011 and will receive and revise legislative and congressional district boundaries,

	FY 2010	FY 2011	Biennial Total
FTE's	2.0	0.0	1.0
GFS	\$190,000	\$0 }	\$190,000
Other	\$0	\$0	\$0
Total	\$190,000	\$0	\$190,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Support democratic processes and government accountability

Expected Results

The necessary data will be collected and provided to the U.S. Census Bureau for their population report to be used by the Washington State Redistricting Commission for revising legislative and congressional district boundaries.

A008 Charitable Solicitation and Trusts Program

This activity registers entities that solicit funds from Washington State residents and entities holding income producing assets in the name of charity. This activity also administers the Charitable Organization Education Program to educate charitable organizations, their board members, and the general public about administration, fiduciary responsibility, ethics, and other best practices. Charitable registration is used to provide information to the public about charities and their paid fundraisers and permits supervision of the administration of charitable trusts which helps to prevent deceptive and dishonest practices. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes. (Other Funds: Secretary of State Revolving Account-Nonappropriated)

	FY 2010	FY 2011	Biennial Total
FTE's	7.3	7.4	7.4
GFS	\$458,000	\$453,000	\$911,000
Other	\$136,000	\$211,000	\$347,000
Total	\$594,000	\$664,000	\$1,258,000

Statewide Result Area: Improve the economic vitality of businesses and individuals Statewide Strategy: Provide consumer protection

Expected Results

Promote public trust and increased knowledge about charitable organizations so the public is able to make informed decisions about charitable giving. Reduce barriers to successful establishment and operation of charitable entities by providing easy to use, customer friendly, service to filers.

Average nur	nber of da	ays to process	Charities filing	s from receipt.
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	40		
	7th Qtr	40		
İ	6th Qtr	40		
	5th Qtr	40		
İ	4th Qtr	40		
İ	3rd Qtr	40		
İ	2nd Qtr	40		
	1st Qtr	40		

Percent of on line business transactions available to Corporation and Charitable entities.				
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	52.5%		
	7th Qtr	52.5%		
	6th Qtr	40%		
	5th Qtr	40%		
	4th Qtr	40%		
	3rd Qtr	35%		
	2nd Qtr	30%		
	1st Qtr	25%		

Percent o	Percent of pre-2004 backlog scanning completed to digitize Corporation & Charities records.				
Biennium	Period	Target	Actual	Variance	
2009-11	8th Qtr	17.5%			
	7th Qtr	17.5%			
	6th Qtr	15%			
	5th Qtr	15%			
	4th Qtr	12.5%			
	3rd Qtr	12.5%			
	2nd Qtr	10%			
	1st Qtr	10%			
	•			0 11.	

After backlog records are scanned they will be available for public review on the Secretary of State's agency website and at the Digital Archives.

Percent over 2009 of responses to public information requests.				
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	5%		
	7th Qtr	5%		
	6th Qtr	5%		
	5th Qtr	5%		
	4th Qtr	5%		
	3rd Qtr	4%		
	2nd Qtr	3%		
	1st Qtr	2%		

A011 Corporations, Partnerships, and Apostilles Services

This activity registers entities conducting business in the state of Washington which include domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. It also registers international student exchange programs and accepts service of process on corporations failing to maintain a registered agent or registered office address, and on out-of-state residents involved in accidents on Washington highways. The activity also provides the public with in-state trademark protection and evidence of first-use of the mark. Registration of the mark is a valuable alternative to federal registration when a filer does business only within Washington, and it provides critical evidence of first use when used as supplemental document in a federal trademark application. This activity also maintains the state domestic partnership registry of individuals seeking to enter into a domestic partnership as created in Substitute Senate Bill 5336. It is responsible for authenticating public documents for international use by verifying the official nature of a document so officials abroad can accept its face value. It also administers the Electronic Authentication Act as an independent third party to ensure that the licensing process of a certification authority remains separate from digital signature technologies. (Other Funds: Secretary of State Revolving Fund Nonappropriated)

	FY 2010	FY 2011	Biennial Total
FTE's	42.9	41.9	42.4
GFS	\$1,503,000	\$1,435,000	\$2,938,000
Other	\$1,864,000	\$2,251,000	\$4,115,000
Total	\$3,367,000	\$3,686,000	\$7,053,000

Statewide Result Area: Improve the economic vitality of businesses and individuals Statewide Strategy: Regulate the economy to ensure fairness, security and efficiency

Expected Results

Promote public trust by increasing accessibility to corporate public records. Strengthen the state's economy through more efficient document processing and increased outreach to businesses on registration requirements.

Average num	Average number of days to process Corporate filings from receipt.					
Biennium	Period	Target	Actual	Variance		
2009-11	8th Qtr	15				
	7th Qtr	15				
	6th Qtr	15				
1	5th Qtr	15				
1	4th Qtr	15				
1	3rd Qtr	15				
1	2nd Qtr	15				
	1st Qtr	15				

Percent of on line business transactions available to Corporation and Charitable entities.					
Biennium	Period	Target	Actual	Variance	
2009-11	8th Qtr	52.5%	-		
	7th Qtr	52.5%			
	6th Qtr	40%			
	5th Qtr	40%			
	4th Qtr	40%			
	3rd Qtr	35%			
	2nd Qtr	30%			
	1st Qtr	25%			

Percent of pre-2004 backlog scanning completed to digitize Corporation & Charities records.						
Biennium	Period	Target	Actual	Variance		
2009-11	8th Qtr	17.5%				
İ	7th Qtr	17.5%				
1	6th Qtr	15%				
İ	5th Qtr	15%				
	4th Qtr	12.5%				
	3rd Qtr	12.5%				
1	2nd Qtr	10%				
	1st Qtr	10%				

After backlog records are scanned they will be available for public review on the Secretary of State's agency website and at the Digital Archives.

A014 State Share Election Cost Reimbursements

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

	FY 2010	FY 2011	Biennial Total
FTE's	0.0	0.0	0.0
GFS	\$4,101,000	\$0	\$4,101,000
Other	\$0	\$0	\$0
Total	\$4,101,000	\$0	\$4,101,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Safeguard and manage public funds

Expected Results

County election offices will be reimbursed for the state share of costs associated with elections conducted in odd-numbered election years and presidential primary elections.

A002 Executive and Administrative Services

This activity provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, heritage center development, international relations, human resources, financial services, contracting and purchasing, facility and records management, and technology support. (Other Funds: Archives and Records Management Account-State, Secretary of State Revolving Account-Nonappropriated, Deptartment of Personnel Account-State, Local Government Archives Account-State, Imaging Account-Nonappropriated, Election Account-Federal)

	FY 2010	FY 2011	Biennial Total
FTE's	52.8	53.0	52.9
GFS	\$3,273,000	\$4,191,000	\$7,464,000
Other:	\$2,023,000	\$1,147,000	\$3,170,000
Total	\$5,296,000	\$5,338,000	\$10,634,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Support democratic processes and government accountability

Expected Results

The leadership and supporting infrastructure that enables the agency to accomplish its wide range of statutory responsibilities, goals, and activities will be in place.

A017 Help America Vote Act Local Grant Program

This activity was created in the 2003-05 Biennium to establish a local grant program to assist county auditors in meeting the requirements of the federal Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements. By September 2006, all counties were in compliance with HAVA requirements. However, additional funding for counties through the local grant program continues. Counties apply for a wide range of grants that will improve the administration of elections, increase training for election officials, and improve voter education programs. (Other Funds: Election Account-Federal)

	FY 2010	FY 2011	Biennial Total
FTE's	7.5	7.5	7.5
GFS	\$0	\$0	\$0
Other	\$10,935,000	\$18,750,000	\$29,685,000
Total	\$10,935,000	\$18,750,000	\$29,685,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Support democratic processes and government accountability

Expected Results

Elections will be administered more efficiently and accurately because of the various grants to counties to improve the administration of elections; election officials will receive additional training to help accurately and efficiently administer elections; and voters will be more informed about voting procedures, voting rights, and voting technology.

A019 Imaging Services

This activity provides imaging services on a cost-recovery basis to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance. Services include imaging (filming, scanning, and digital conversion); quality review and inspection, and the creation of microfilm for the long term preservation of records. The unit also provides assessment and consultation on local government holdings and microfilm/imaging standards. (Other Funds: Imaging Account-Nonappropriated, Archives and Records Management Account-State, Local Government Archive Account-State)

	FY 2010	FY 2011	Biennial Total
FTE's	42.8	40.1	41.5
GFS	\$0	\$0	\$0
Other	\$2,682,000	\$2,719,000	\$5,401,000
Total	\$2,682,000	\$2,719,000	\$5,401,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Provide tools and resources to execute government functions

Expected Results

Legal and historical documents will be preserved and made accessible to the public.

Number of digitized or microfilmed state and local agency documents (in thousands).					
Biennium	Period	Target	Actual	Variance	
2009-11	8th Qtr	2,100			
	7th Qtr	2,100			
	6th Qtr	2,100			
	5th Qtr	2,100			
	4th Qtr	2,100			
	3rd Qtr	2,100			
	2nd Qtr	2,100			
	1st Qtr	2,100			
2007-09	8th Qtr	7,590	15,517	7,927	
	4th Qtr	7,090	7,785	695	
2005-07	8th Qtr	11,000	14,300	3,300	
	4th Qtr	19,000	10,979	(8,021)	

Measure excludes film or CD duplicating and jumbo scanned images. Began measuring incremental change instead of cumulative starting in the 2009-011 biennium.

A036 Library Collections and Services

The Washington State Library ensures that Washingtonians have access to the information they need today and to the history of Washington for tomorrow. Information is collected, preserved, and made available through formats and services appropriate for all populations including students, teachers, the blind, visually impaired, physically handicapped, learning disabled, and residents of state institutions. The Washington State Library provides leadership and coordination of services to all libraries in the state of Washington, strengthening them in their service to their communities. (Other Funds: General Fund-Federal)

	FY 2010	FY 2011	Biennial Total
FTE's	101.4	102.0	101.7
GFS	\$6,713,000	\$6,747,000	\$13,460,000
Other	\$3,863,000	\$3,849,000	\$7,712,000
Total	\$10,576,000	\$10,596,000	\$21,172,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Provide data, information, and analysis to support

decision-making

Expected Results

Washington residents are provided resources and services to meet their information needs. Special populations are provided library materials in a variety of formats to meet their information needs. Staff of libraries throughout the state are provided training to meet their communities needs.

Number of staff from libraries across Washington receiving training from the Washington State Library.					
Biennium	Period	Target	Actual	Variance	
2009-11	8th Qtr	546			
İ	7th Qtr	671			
1	6th Qtr	546			
1	5th Qtr	671			
	4th Qtr	543			
1	3rd Qtr	669			
	2nd Qtr	542			
	1st Qtr	663			

Training of staff at Washington libraries is provided to enable them to better serve their communities.

N	Number of transactions with library patrons.					
Biennium	Period	Target	Actual	Variance		
2009-11	8th Qtr	56,100	<u>-</u>			
	7th Qtr	59,100				
	6th Qtr	62,100				
	5th Qtr	56,100				
	4th Qtr	56,100				
	3rd Qtr	58,100				
	2nd Qtr	61,100				
	1st Qtr	54,100				

Library resources and services provide Washington residents with their information needs.

Number of Washington Talking Book & Braille Library (WTBBL) and branch library materials in circulation.				
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	288,700		
	7th Qtr	287,700		
	6th Qtr	286,700		
	5th Qtr	285,700		
	4th Qtr	283,626		
	3rd Qtr	280,520		
	2nd Qtr	277,559		
	1st Qtr	273,699		

Library materials are provided in a variety of formats to the blind, visually impaired, physically handicapped, learning disabled and residents of state institutions so special populations information needs are met.

A034 Pass Through Funds

The Secretary of State's Office provides pass through state funds to TVW for providing television coverage of statewide government events and to Humanities Washington for its "We the People" community conversations program.

:	FY 2010	FY 2011	Biennial Total
FTE's	0.0	0.0	0.0
GFS	\$1,912,000	\$2,091,000	\$4,003,000
Other	\$0 }	\$0	\$0
Total	\$1,912,000	\$2,091,000	\$4,003,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Support democratic processes and government accountability

Expected Results

Television coverage of statewide government events will be provided to citizens. Community conversation programs will be provided to various communities throughout the state.

A035 Preserving and Making Accessible Washington's Heritage

The Legacy Project publishes oral histories and biographies on former U.S. Senators, Members of Congress, Governors, influential newsmakers, and people who've influenced the political history of the State of Washington.

	FY 2010	FY 2011	Biennial Total
FTE's	3.1	3.1	3.1
GFS	\$214,000	\$217,000	\$431,000
Other	\$57,000	\$57,000	\$114,000
Total	\$271,000	\$274,000	\$545,000

Statewide Result Area: Improve cultural and recreational opportunities throughout the

state

Statewide Strategy: Ensure access to cultural and recreational opportunities

Expected Results

Oral histories and biographies on former U.S. Senators, Members of Congress, Governors, influential newsmakers, and people who have influenced the political history of the state of Washington will be published and available.

Number of oral histories published on influential political leaders and remarkable people.				
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	7		
	4th Qtr	7		
2007-09	8th Qtr	0	10	10

Washington is in grave danger of losing knowledge that promotes civic freedom and a healthy future. Many extraordinary people and leaders are approaching their later years. Washington will not only grieve the loss of these individuals, but would be negligent for failing to capture their stories for future generations.

A022 Productivity Board

The Productivity Board improves the quality, service, and efficiency of Washington State through the implementation of cost effective employee suggestions and process improvements. The Board encourages state employees to create, innovate, and apply their good ideas for the betterment of state government and saving state taxpayers' dollars. (Other Funds: Department of Personnel Services-State)

	FY 2010	FY 2011	Biennial Total
FTE's	3.9	3.9	3.9
GFS	\$0	\$0	\$0
Other	\$319,000	\$306,000	\$625,000
Total	\$319,000	\$306,000	\$625,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently and effectively

Statewide Strategy: Provide data, information, and analysis to support

decision-making

Expected Results

State employees suggestions are implemented that save state dollars.

Dollars saved, recovered, and generated during the first year an employee suggestion or teamwork incentive process improvement is implemented, per program budget dollar spent.

Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	\$6.45		
	4th Qtr	\$5.82		
2007-09	8th Qtr	\$4.36	\$13.22	\$8.86
	4th Qtr	\$2.28	\$2.49	\$0.21
2005-07	8th Qtr	\$5.52	\$14.11	\$8.59
	4th Qtr	\$2.1	\$2.58	\$0.48

The measure uses first-year savings from implemented suggestions because agencies only track savings during the first year of implementation, and it shows how efficiently the Productivity Board's direct spending is generating statewide savings from employee suggestions.

A024 Records Management

Records Management is an integral part of managing the life cycle of state and local government records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees. Maintaining a central state records center achieves significant storage cost savings, and the document retrieval system provides efficient access to agency records. (Other Funds: Archives and Records Management Account-State, Local Government Archive Account-State)

	FY 2010	FY 2011	Biennial Total
FTE's	14.4	13.7	14.1
GFS	\$0	\$0	\$0
Other	\$1,742,000	\$1,789,000	\$3,531,000
Total	\$1,742,000	\$1,789,000	\$3,531,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Provide tools and resources to execute government functions

Expected Results

State records are cost effective and efficiently managed.

Number of public records stored and managed in the Washington State Archives Records Center (in thousands).				
Biennium	Period	Target	Actual	Variance
2009-11	8th Qtr	16,375	•	
	7th Qtr	15,125		
	6th Qtr	16,375		
	5th Qtr	13,100		
	4th Qtr	13,100		
	3rd Qtr	13,100		
	2nd Qtr	78,875		
	1st Qtr	12,250		
2007-09	8th Qtr	700,192	724,727	24,535
	4th Qtr	671,477	675,185	3,708

Began measuring incremental change instead of cumulative starting in the 2009-11 biennium. 2nd quarter target is higher due to in-take of 25,000 boxes from DSHS.

628,897

640,532

A038 Voter Information, Voter Registration, and Elections Official Training

668,422

610,580

39,525

(29.952)

This activity facilitates federally mandated voter registration processes, administers the constitutional right to initiative and referendum, ensures state compliance with the constitutional requirement that voters receive a voters' pamphlet for each applicable election, conducts statutorily required training and certification programs for state and local election officials, certifies voting equipment as required by state law, and maintains a publically accessible statewide elections and voter information system.

	FY 2010	FY 2011	Biennial Total
FTE's	26.3	26.6	26.5
GFS	\$2,802,000	\$3,108,000	\$5,910,000
Other:	\$0	\$0 }	\$0
Total	\$2,802,000	\$3,108,000	\$5,910,000

Statewide Result Area: Strengthen government's ability to achieve results efficiently

and effectively

Statewide Strategy: Support democratic processes and government accountability

Expected Results

2005-07

8th Qtr

4th Qtr

Eligible Washington citizens register to vote, and a high percentage of registered voters choose to participate in accessible, fair, and accurate elections.

Number of counties that meet the Secretary of State's elections training and certification standards.

Number of hours the Statewide Voter Registration Database is down in a fiscal year.				
Biennium	Period	Target	Actual	Variance
2007-09	8th Qtr	72	9	(63)
	4th Qtr	72	16	(56)
2005-07	8th Qtr	39	39	0
	4th Qtr	39	39	0

Percent of eligible voting age population who are registered to vote.							
Biennium	Period	Target	Actual	Variance			
2007-09	8th Qtr	84%	79.65%	(4.35)%			
	4th Qtr	87%	68.97%	(18.03)%			
2005-07	8th Qtr	80%	73%	(7)%			
	4th Qtr	83%	83.77%	0.77%			
Voter turn-ou	t is typically	less in odd-year	elections.	Voter turn-out is typically less in odd-year elections.			

Grand Total

	FY 2010	FY 2011	Biennial Total
FTE's	345.4	343.6	344.5
GFS	\$21,450,000	\$18,524,000	\$39,974,000
Other	\$30,037,000	\$37,801,000	\$67,838,000
Total	\$51,487,000	\$56,325,000	\$107,812,000